

COUNTY OF GILLESPIE

DANIEL JONES
County Judge

LINDSEY BROWN
County Clerk

COMMISSIONERS:
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Precinct No. 1 Precinct No. 3

KEITH KRAMER
Precinct No. 2

DON WEINHEIMER
Precinct No. 4

FREDERICKSBURG, TEXAS 78624
101 W. Main, Mail Unit #9
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January 25, 2023

To All Gillespie County Hotel Occupancy Tax Grant Participants:

Thank you for your interest and participation in the application procedures for the 2023 Gillespie County Hotel Occupancy Tax grant process. Attached you will find the necessary documents to initiate your request. The first set of documents (first attachment, four pages) entitled "Hotel Occupancy Tax Use Guidelines under Texas State Law" provides you with a brief synopsis of instructions and deadlines. Please read this information thoroughly before you complete the application.

The second attachment consists of seven pages and is a portion of a document written by Scott Joslove, President and CEO of the Texas Hotel & Lodging Association. It is entitled "What Counties Need to Know to Administer the Local Hotel Occupancy Tax". This information provides you with pertinent facts and may answer some of your questions regarding the use of Hotel Occupancy Tax funds.

The third attachment consisting of eight pages is the actual application for your request. Please be as thorough as possible and complete the entire application. If some of the questions do not apply to your entity, indicate with an NA (Not Applicable). Once the application has been received in the Auditors Office, it will be considered as complete. **All applications must be hand delivered to the County Auditor's Office by 5:00 p.m. on March 3, 2023. (Room #203, Gillespie County Courthouse)**

The last attachment is the Post Event Form, which you will need to complete **ONLY** if you are successful in receiving Hotel Occupancy Tax funds from Gillespie County. There are a total of five pages, the first four consisting of the original Post Event Form and now with a one-page Post Event Form Addendum. If funding is awarded to your entity, all the information will be required within 60 days after your event/project/program and must be **hand delivered** to the Auditor's Office. Failure to comply with the 60-day reporting deadline could affect future grant awards. In addition, **copies of invoices and proofs of payment is required for all expenditures of the Hotel Occupancy Tax funds and must be submitted with the Post Event Form.** If these items are not included with the Post Event Form, your entity may be required to reimburse the County for these expenditures.

If you have any questions regarding the application process, please feel free to call the County Judge's Office at 997-7502 or the Auditor's Office at 997-6777. Thank you again for your interest in this program and promoting tourism in Gillespie County.